

The following letter is a sample letter which may be used and is not to be considered a “form letter” for use. POAs can customize or change letters, as appropriate.

(Public Housing Agency Letterhead)

(Date)

(Head of Household Name)
(Address Line 1)
(Address Line 2)

(Head of Household SSN)

Dear *(Head of Household)*:

Please be advised that we intend to terminate your tenancy. The reason for this action is that you or a member of your family has [choose one or more of the actions] (1) misrepresented information in regard to income, (2) failed to disclose income information to us, (3) refused to cooperate with actions taken to verify your income, or (4) refused to repay excessive rental assistance. Please consider this a last request to contact us at *(telephone number)* to set up an appointment to resolve this matter. If you fail to resolve this matter immediately, we will pursue further legal action.

In lieu of the termination of tenancy for your entire family, you can request that the member of your family who failed to meet HUD’s requirements, as described above, vacate your unit.

You have the right to reply to this notice and to request a meeting or hearing in accordance with established grievance/informal hearing procedures. If you desire a meeting or hearing, you must request the meeting or hearing in writing within the times required by the PHA policies or your right to a hearing will be waived. Send your request to us at the above address.

The following letter is a sample letter which may be used and is not to be considered a “form letter” for use. POAs can customize or change letters, as appropriate.

(Owner or Management Agent Letterhead)

(Date)

(Head of Household Name)

(Head of Household SSN)

(Address Line 1)

(Address Line 2)

Dear *(Head of Household)*:

Please be advised that we intend to terminate your rental assistance/tenancy. The reason for this action is that you or a member of your family has [choose one or more of the actions] (1) misrepresented information in regard to income, (2) failed to disclose income information to us, (3) refused to cooperate with actions taken to verify your income, or (4) refused to repay excessive rental assistance. Please consider this a last request to contact us at *(telephone number)* to set up an appointment to discuss this matter. If you fail to resolve this matter immediately, we will pursue further legal action.

In lieu of the termination of rental assistance/tenancy for your entire family, you can request that the member of your family who failed to meet HUD’s requirements, as described above, vacate your unit.

Under the terms of your lease agreement, we have the right to terminate your rental assistance and your tenancy (evict you) and make your housing unit available to another family. If you refuse to cooperate, we will terminate your rental assistance and take legal actions to recover any excess rental assistance you may owe.